

STATE  
OF  
GEORGIAApplication for  
RECORDS DISPOSITION STANDARDOFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISIONPAGE  
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1. Application Date <b>February 18, 1975</b>		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received: <b>MAR - 5 1975</b> Application No.: <b>75-88</b> Date Completed: <b>APR - 9 1975</b>	
2. Agency Application No. <b>DHR-DPH-39</b>					
3. AGENCY, Division, Subdivision & Administering Office Address <b>Georgia Department of Human Resources Radiological Health Services Unit - Division of Physical Room 426-S - 1256 Briarcliff Road /Health Atlanta, Georgia 30306</b>				4. Person to Contact <b>Mr. Roland Phillips</b>	
				5. Working Title <b>Chief</b> <b>Environmental Sur-</b>	
				6. Tel. No. <b>894-5795</b>	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series <b>1973 to date</b>		9. Exact Series Title <b>ENVIRONMENTAL SURVEILLANCE AROUND NUCLEAR FACILITIES FILES</b>			
10. What is the function of the office in which this record series is created? The Division of Physical Health is responsible for the administration, direction and coordination of the Physical Health programs throughout the State. This is accomplished by the establishment of health standards for business, housing, field operations and hospitals; the improvement of the physical and dental health of adults and children; the diagnosis and control of diseases; the supervision of construction and licensure of health facilities; and the daily State-wide program of registration, statistical coding, certification and preservation of the births, marriages, divorces and annulments of marriage, and deaths that occur each year in the State.  The Radiological Health Unit has the responsibility of conducting a program of radiation hazard management so that the benefits of using radioactive materials, x-ray and microwave generating devices, and electrical power generated by using nuclear fuel, all outweigh the hazards associated with these sources. Laboratory support effort which is conducted is vital to assist in quantifying the levels of radiation exposure and radioactive materials contamination which can be harmful to man.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to environmental monitoring around nuclear facilities for contamination and documentation of radiation levels; and laboratory work in support of the radioactive materials licensing inspection programs. Included are computer printout which gives date, time and quantitative analysis at time of monitoring; and copy of monthly activity report. The file is arranged alphabetically by name of facility.  ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers	1	1	3/4	New Program	
Legal-size File Drawers				Floor Space Occupied (Square Feet)	
				cabinet	
				AVERAGE DAILY REFERENCES	
				approximately	
				No. of Drawers	
				Cu. Ft. of Records	
				In Office(s)	
				In Storage Area(s)	
				This Year's	
				Last Year's	
				Preceding Year's	
				All Prior Years	
				new program - at present	
				5	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [x] ☐ [ ]
14. Is there a duplication of this series in another office or agency? ☐ [ ] ☒ [x]
15. Is the information contained in this series ever summarized or published? ☒ [x] ☐ [ ]  
Attach copy of summary or publication. *Summary of activities reported monthly to Director of Environmental Health Section*
16. Does the series contain classified information requiring security handling? ☐ [ ] ☒ [x]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [ ] ☒ [x]
18. Could the function be performed if the files were lost or destroyed? with great difficulty ☒ [x] ☐ [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [ ] ☒ [x]
20. Does the record series provide data as input to an EDP file? ☐ [ ] ☒ [x]
21. Does the record series contain documentation produced as EDP printout? ☐ [ ] ☒ [x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? XV. Atomic Energy Commission - 10 CFR 20.102, 20.401 (recently renamed Nuclear Regulatory Commission) ☒ [x] ☐ [ ]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [x] ☐ [ ]  
*Cumulative information is needed by survey officers for special problems and for scheduled inspections; and for frequent telephone inquiries which require retention in*
24. REQUIREMENTS. The following requires the files to be kept permanently */the office.*

a. ☐ [ ] STATE LAW b. ☐ [ ] STATUTE OF LIMITATION c. ☐ [ ] AUDIT PERIOD \* d. ☒ [x] FEDERAL LAW \*\* e. ☒ [x] ADMINISTRATIVE DECISION f. ☐ [ ] HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

\*Atomic Energy Commission - 10 CFR 20.102, 20.401 (recently renamed Nuclear Regulatory Commission)

\*\*Cumulative information is needed by survey officers for special problems and for scheduled inspections; and for frequent telephone inquiries which require retention in office.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ [ ] CALENDAR YEAR - ☐ [ ] FISCAL YEAR - ☒ [x] OTHER                     , then:

- ☐ [ ] Hold in the current files area            month(s)/            year(s):
- ☐ [ ] Transfer to ☐ [ ] State Records Center ☐ [ ] Local Holding Area; hold            year(s):
- ☐ [ ] Destroy.
- ☐ [ ] Transfer to State Archives for permanent retention.
- ☐ [ ] Destroy immediately after cut-off.
- ☐ [ ] Other: (Specify)

Upon termination of license, place folder in inactive files; then, cut off the inactive files at the end of each calendar year; hold in central files area for 10 years; then retire to State Archives for permanent retention.

(Indicate briefly rationale for recommendations above/or write additional remarks):

XV. Atomic Energy Commission (10 CFR 20.102, 20.401 states, "Retention period; until disposal is specifically authorized by the Commission.")

Records Management Officer (Signature) <i>William G. Cur</i> Date <i>Feb 25 1975</i>		OTHER REQUIRED SIGNATURES		DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [ ] Disapproved	<i>Richard H. Jett</i>		<i>3-3-75</i>
	State Auditor/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [ ] Disapproved	<i>William M. Jett</i>		<i>4-5-75</i>
	SECRETARY OF STATE/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [ ] Disapproved	<i>Carroll Hart</i>		<i>4-4-75</i>
	Attorney General/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [ ] Disapproved	<i>Edythe J. Jett</i>		<i>4-9-75</i>

STATE RECORDS COMMITTEE